

Instruction to Clerk's Office:

**Send the ORIGINAL of this page to the local Child Support Enforcement Office.
DO NOT PLACE THIS DOCUMENT OR A COPY IN THE COURT FILE.**

FOR USE BY CHILD SUPPORT ENFORCEMENT AND THE FEDERAL CASE REGISTRY

Please take the time to complete the following questions and return this form to the court or the child support office in the county where the order was issued. This will help us to quickly process the child support payments we receive from the non-custodial parent's employer.

1. Custodial Parent Information:

Name: _____
Date of Birth: _____
SSN: _____
Sex: _____ Race: _____
Mailing Address: _____

City/State/Zip: _____
Telephone #: _____
Work #: _____

2. Non-Custodial Parent Information:

Name: _____
Date of Birth: _____
SSN: _____
Sex: _____ Race: _____
Address: _____
City/State/Zip: _____
Employer Name: _____
Employer Address: _____

Employer Telephone #: _____

3. Court Case Information:

Circuit Court Case #: _____
Court Order Date: _____
Court Order Effective Date: _____
Court Ordered Amount and Frequency: _____

In which county was the order entered? _____

4. Minor Children Included in this Order:

a. Name: _____
DOB: _____ Sex: _____
SSN: _____ Race: _____
b. Name: _____
DOB: _____ Sex: _____
SSN: _____ Race: _____
c. Name: _____
DOB: _____ Sex: _____
SSN: _____ Race: _____
d. Name: _____
DOB: _____ Sex: _____
SSN: _____ Race: _____

5. Do you believe that disclosure of your address or other identifying information might result in physical or emotional harm to you or your child?

☐ Yes ☐ No

Questions regarding race and sex are used only to make sure we have identified the correct person. It has no impact on how your case is handled. The information you have provided will be sent to the Federal Case Registry, as required by Federal law. The Federal Case Registry is a national database that contains child support information. If you let us know that disclosure of your address or other identifying information might result in physical or emotional harm to you or your child, your file will be given a special code that will protect your information. You may also consider using a Post Office box for your mailing address.

Please remember – our ability to quickly process and deliver your support payments depends, in part, on you. We must always have your current mailing address.

QUESTIONS? CALL: 1-800-332-6347

Date: _____